

ANNOUNCEMENT NUMBER: 04-40

OPEN TO: Current Employees of the Mission – All Agencies, and Qualified Jordanian Citizens.

POSITION: Administrative Clerk, FSN-5*

OPENING DATE: May 27 , 2004

CLOSING DATE: June 10, 2004

WORK HOURS: Full-time; 40 hours/week

SALARY: *Actual hiring grade for the person to be selected will be determined based on job knowledge and prior work experience.

The U.S. Embassy in Amman is seeking an individual for the position of Administrative Clerk in the Military Assistance Program (MAP) for four months period with the prospect of renewal.

BASIC FUNCTION OF POSITION

The employee will assist the MAP Joint Training Officer in administering sponsored training programs; prepare and distribute Invitational Travel Orders; coordinate and communicate with the Royal Jordanian Air Force and the Jordanian Armed Forces to ensure effective administrative implementation for programs; prepare and maintain the training files and the correspondence associated with students files; maintain accounting records and reconcile status of funds; and prepare and process MAP vouchers including representation vouchers for reimbursement.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. College degree in business administration or related field.
2. One year experience in bookkeeping and clerical work.
3. Good working knowledge of English.
4. Knowledge of general business administrative and accounting procedures.
5. Knowledge of computer operations and programs to include word processing, spreadsheets and database.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Freda Ateyeh
Room: 153, Ext. 6507

POINT OF CONTACT

Telephone: 5906507
FAX: 5920163

CLOSING DATE FOR THIS POSITION: June 10, 2004

An Equal Opportunity Employer

Draft:HRO:FAteyeh:fa

Clearance:A/HRO:PLieberman
MAP:RPaddock
FMO:PLieberman

Approval: MGT/C:TYoung